

1 FAM 320

BUREAU OF PUBLIC AFFAIRS (PA)

(TL:ORG-103; 06-11-2001)

1 FAM 321 ASSISTANT SECRETARY AND DEPARTMENT SPOKESPERSON FOR PUBLIC AFFAIRS

1 FAM 321.1 Policy

(TL:ORG-103; 06-11-2001)

a. The Bureau of Public Affairs (PA) carries out the Secretary's mandate to help Americans understand the importance of foreign affairs. Led by the Assistant Secretary, who also serves as Department Spokesperson, the PA Bureau:

(1) Vigorously pursues the Secretary's vision to disseminate the Department's message to the American people and to feed their concerns and comments back to the policymakers;

(2) Serves as the Department's central point for development and dissemination of information on the Department of State and foreign affairs issues; and

(3) Fulfills primary liaison functions with the United States, State, and local governments; non-governmental organizations; and the media.

b. The PA Bureau accomplishes its liaison functions in a variety of ways, which include:

(1) Strategic and tactical planning to advance the Administration's priority foreign policy goals;

(2) Conducting press briefings for domestic and foreign press corps;

(3) Pursuing media outreach, enabling Americans everywhere to hear directly from key Department officials through local, regional and national media interviews;

(4) Managing the State Department's web site at www.state.gov and developing web pages with up-to-date information about U.S. foreign policy;

(5) Responding to questions from the public about current foreign policy issues via phone, e-mail, or letter;

(6) Arranging town meetings and scheduling speakers to visit communities to discuss U.S. foreign policy and why it is important to all Americans;

(7) Producing and coordinating audio-visual materials and services in the United States and abroad for the public, the press, the Secretary of State, and Department bureaus and offices; and

(8) Overseeing the Department's liaison on media affairs with the White House and other U.S. Government agencies.

c. The Department's Spokesperson serves as the primary press and/or public affairs officer for the Department of State

1 FAM 321.2 Scope

(TL:ORG-103; 06-11-2001)

a. The Bureau of Public Affairs serves as the Department's central point for development and dissemination of information on the Department of State and foreign affairs issues. It also fulfills primary liaison functions with U.S., State, and local governments; nongovernmental organizations; and the media.

b. The *Spokesperson* serves as the primary press *and/or* public affairs officer for the State Department.

1 FAM 321.4 Responsibilities

(TL:ORG-103; 06-11-2001)

The Assistant Secretary and Department Spokesperson for Public Affairs is responsible for:

(1) Directing public affairs activities in the Department. Serving as principal adviser to the Secretary, other senior Department officials, and other U.S. Government agencies on all public affairs, media relations, and information aspects of the Department's responsibilities to the U.S. public. Developing public affairs strategies. Coordinating interagency public affairs strategies with regional and functional bureaus on behalf of the Department. Maintaining liaison between the Department, major nongovernmental organizations concerned with foreign affairs, and State and local government officials.

(2) Drafting speeches, testimony, and other major public statements for the Secretary. Clearing and revising remarks prepared for the Secretary by other Department offices. Clearing all public remarks and testimony by under secretaries and assistant secretaries. Overseeing preparation of the Secretary's speeches and/or statements and disseminating them within the Department and to external audiences.

(3) Approving dissemination plans for electronic and hard-copy information to the public and all Department audio-visual activities intended for public audiences. Compiling data for and submitting the Department's Annual Audiovisual Report (No. 0152-NAR-AN) to the National Audio-Visual Center of the National Archives and Records Administration (see 2 FAM 1330).

(4) Compiling and publishing the official documentary record of U.S. foreign policy in the congressionally mandated series, *Foreign Relations of the United States (FRUS)* (see 2 FAM 1340). Coordinating the interagency declassification review of documents selected for the series. Participating with the geographical and functional bureaus and the Advisory Committee on Historical Diplomatic Documentation in the management and resolution of declassification issues.

(5) Chairing administrative review panels to decide appeals filed under the Freedom of Information Act, the Privacy Act, and the Mandatory Review provisions of E.O. 12356 on national security information.

(6) Overseeing clearance review of all unofficial speaking, writing, and teaching requests by current State Department employees.

(7) The substantive and coordinating responsibility for the following Foreign Affairs Manual (FAM) materials:

(a) 1 FAM 320—*Public Affairs*; and

(b) 2 FAM 800—*Interdepartmental and Public Relations*.

1 FAM 321.5 Bureau Organization

(TL:ORG-103; 06-11-2001)

An organization chart of PA is found as 2 FAM 321 Exhibit 321.3.

1 FAM 321.6 Authorities

(TL:ORG-103; 06-11-2001)

The authorities are as follows:

(1) 22 U.S.C. 2651a and 2656, general authorities of the Secretary of State for the conduct of foreign relations and management of the Department;

(2) 22 U.S.C. 4351 concerns the preparation of the *FRUS* series, section 4353 concerns declassification appeals, and section 4356 concerns the Advisory Committee on Historical Diplomatic Documentation;

- (3) Executive Order 12356 (1982) provides for a uniform system for classifying, declassifying, and safeguarding national security information. This is the basis for PA's appeals review responsibilities;
- (4) 5 U.S.C. 552, as amended, the Freedom of Information Act (1966), governs the release of U.S. Government information to the public;
- (5) 5 U.S.C. 522a, as amended, the Privacy Act of 1974, relates to the handling of privacy protected information by the Federal Government;
- (6) 22 CFR 171 provides implementing regulations for public access to information;
- (7) OMB Circular A-130 relates to management of Federal information resources;
- (8) 39 U.S.C. 3204 governs mailing articles and documents by penalty (official franked) mail;
- (9) 44 U.S.C., Chapter 17, concerns the distribution and sale of documents;
- (10) 36 CFR 1232 concerns reporting requirements for audiovisual activities;
- (11) 22 U.S.C. 2658 relates to unofficial speech review under the general authority of the Secretary to institute internal Department regulations;
- (12) Executive Order 12612 "Federalism" (1987), requires the Department to take account of the effect of its programs on the States;
- (13) Department Order 1218 (1944) established the position of Assistant Secretary for Public Affairs. This position was ratified by an Act of Congress in December 1944; and
- (14) Other authorities, as appropriate.

1 FAM 322 DEPUTY ASSISTANT SECRETARIES

1 FAM 322.1 Principal Deputy Assistant Secretary for Public Liaison and Intergovernmental Affairs (PA/PL)

(TL:ORG-103; 06-11-2001)

The Principal Deputy Assistant Secretary for Public Liaison and Intergovernmental Affairs (PA/PL):

- (1) Performs the duties of the Assistant Secretary in the "latter's" absence;
- (2) Under the general guidance of the Assistant Secretary oversees day-to-day Bureau operations;
- (3) Has primary responsibility for supporting the domestic public affairs activities of the Secretary and principal Department officials;
- (4) Develops Department policies and programs relating to intergovernmental affairs and coordinates contacts with regional and local officials;
- (5) Oversees the Department's public outreach to, and liaison with, the general public, including the academic, non-governmental and business communities; and
- (6) Has general responsibility for the Office of Public Liaison (PA/PL), the Intergovernmental Affairs Staff (PA/IGA), the Office of Strategic Communications (PA/OSC), and the Executive Office (PA/EX).

1 FAM 322.2 Deputy Assistant Secretary for Press and Deputy Spokesperson (PA/PR)

(TL:ORG-103; 06-11-2001)

The Deputy Assistant Secretary for Press and Deputy Spokesperson (PA/PR):

- (1) Performs the duties of the Assistant Secretary in his or her absence and the absence of the Principal Deputy Assistant Secretary;
- (2) Under the general guidance of the Assistant Secretary, develops, oversees, and implements all Bureau policies and programs designed to fulfill the Department's broad press responsibilities;
- (3) May serve as Deputy Spokesperson; serves as the Department Spokesperson in the absence of the Spokesperson; and

- (4) Has general responsibility for:
 - (a) The Office of Press Relations (PA/PR/PRS);
 - (b) Foreign Press Centers (PA/PR/FPC);
 - (c) The Office of Regional Press Outreach (PA/PR/RPO); and
 - (d) Such other duties as may be defined by the Assistant Secretary.

1 FAM 322.3 Deputy Assistant Secretary for Public Information (PA/PI)

(TL:ORG-103; 06-11-2001)

The Deputy Assistant Secretary for Public Information (PA/PI):

- (1) Under the general guidance of the Assistant Secretary, is responsible for communications with the general public about foreign policy issues;
- (2) Produces, publishes, and disseminates materials regarding foreign policy matters, for both government and non-government users;
- (3) Monitors trends in domestic public opinion about foreign affairs matters;
- (4) Produces and coordinates audio-visual products and services in the United States and abroad;
- (5) Manages information content for the State Department's internet web site at www.state.gov; and
- (6) Has general responsibility for the Office of Broadcast Services (PA/OBS), the Office of Electronic Information and Publications (PA/EI), and the Office of the Historian (PA/HO).

1 FAM 323 OFFICE OF PUBLIC LIAISON (PA/PL)

(TL:ORG-103; 06-11-2001)

The Office of Public Liaison (PA/PL):

- (1) Supports the domestic public affairs activities of the Secretary and principal Department officials through programming guidance, recommendations, and organizational support for their activities;

(2) Develops and implements policy conferences, briefings, and seminars in the Department and the Washington DC Metropolitan area to support priority issues. Organizes speaking engagements, media appearances, and town hall gatherings nationwide;

(3) Responds to public requests for foreign policy information and/or public expressions of opinion. Assesses and reports on trends in public opinion; and

(4) Serves as a liaison with academic, nongovernmental and business organizations and individuals who seek a dialogue with the Department on foreign affairs issues.

1 FAM 323.1 Washington Programs Unit (PA/PL/WP)

(TL:ORG-103; 06-11-2001)

The Washington Programs Unit (PA/PL/WP):

(1) Arranges national conferences on key foreign policy initiatives for leaders in business, academia, policy associations, and other non-governmental organizations;

(2) Organizes and coordinates briefings for educational and non-governmental groups (i.e., colleges, think-tanks, etc.); and

(3) Maintains ongoing relationships with national non-governmental organizations to help provide Department leadership with feedback on their policy concerns.

1 FAM 323.2 Regional Programs Unit (PA/PL/RP)

(TL:ORG-103; 06-11-2001)

The Regional Programs Unit (PA/PL/RP):

(1) Arranges outreach programs, including domestic speaking engagements and regional media interviews; and

(2) Organizes domestic foreign policy conferences and town meetings involving senior Department officials and local co-sponsoring organizations.

1 FAM 323.3 Public Communications Unit (PA/PL/PC)

(TL:ORG-103; 06-11-2001)

The Public Communications Unit (PA/PL/PC):

- (1) Interacts with the public to answer inquiries and help ensure that the public's voice is heard by officials within the Department;
- (2) Deals with the public via phone, e-mail, and hard copy mail and regularly reports to the Secretary of State on the public's opinions (This unit's officers are very familiar with the Department's policies and have at their fingertips current information about every part of the Department); and
- (3) Also manages the PA Bureau's fax-on-demand system, which provides hard copy access to documents such as the press briefing.

1 FAM 324 INTERGOVERNMENTAL AFFAIRS STAFF (PA/IGA)

(TL:ORG-103; 06-11-2001)

The Intergovernmental Affairs Staff (PA/IGA):

- (1) Develops and coordinates Department policies and programs relating to intergovernmental affairs;
- (2) Responds to inquiries and requests about foreign affairs from regional officials throughout the United States
- (3) Represents the Department at meetings with designated senior intergovernmental affairs officials at the White House and in other U.S. government agencies. Through briefings, appointments, and special mailings, exchanges information about foreign affairs matters with governors, mayors, and other state and local government officials and organizations.
- (4) Conveys the views of state and local government officials on international issues to senior members of the Department and other Federal agencies. Provides state and local leaders with timely statements on foreign policy issues and provides assistance and information to state trade development missions traveling abroad; and
- (5) Helps coordinate the assignments of Foreign Service officers to state and local governments under the Pearson Amendment and the senior Foreign Service Officers to the Diplomats-in-Residence Program. Maintains close contact with executives of the Washington, DC offices of state and local governments, as well as with their professional associations.

1 FAM 325 OFFICE OF THE EXECUTIVE DIRECTOR (PA/EX)

(TL:ORG-103; 06-11-2001)

The Office of the Executive Director (PA/PX):

- (1) Reports to the Principal Deputy Assistant Secretary;
- (2) Is responsible for planning, coordinating and executing policy for the Bureau in the areas of financial, physical and human resources management and for information resources and administrative management. The Office of the Executive Director is responsible for formulating and executing programs in these areas and for providing policy direction for the Bureau;
- (3) Provides administrative assistance to Bureau offices regarding travel, procurement, security, space management, records management, administrative reporting requirements, etc.;
- (4) Advises Bureau staff of Department and Federal policies and programs and coordinates the Bureau's human resource requirements with the Bureau of Human Resources. Processes all necessary documentation regarding human resources and staffing;
- (5) Formulates, presents, and oversees the execution of the Bureau's budget. Controls Bureau allotments, monitors obligations and the status of funds, and issues fiscal reports, as required; and
- (6) Provides a variety of microcomputer-related services to Bureau offices, including user problem resolution, local area network (LAN) support, LAN hardware and software installation and upgrades, LAN configuration analysis, and IRM planning and reporting.

1 FAM 326 THE OFFICE OF STRATEGIC COMMUNICATIONS (PA/OSC)

(TL:ORG-103; 06-11-2001)

The Office of Strategic Communications (PA/OSC) is responsible to:

- (1) Develop long-range strategic plans for the Department's public affairs policies and programs;
- (2) Coordinate public statements by Department officials to ensure that statements are "on message" and appropriately reflect the Administration's and Secretary's public affairs strategies and priorities;

- (3) Monitor the interagency foreign affairs communications and planning communications strategies to enhance the dialogue on national security issues;
- (4) Provide foreign policy public information guidance to other Federal agencies;
- (5) Evaluate public dissemination plans for Department information (hard copy, electronic, etc.) to ensure cost-effective outreach and required distribution to depository libraries; and
- (6) Review and coordinate review with other bureaus of unofficial speaking, writing, and teaching by Department employees.

1 FAM 327 THE OFFICE OF PRESS RELATIONS (PA/PR/PRS)

(TL:ORG-103; 06-11-2001)

The Office of Press Relations (PA/PR/PRS):

- (1) Serves as the initial, and principal, media point of contact with the Bureau of Public Affairs and the Department of State *and the Agency for International Development (AID)*;
- (2) Coordinates the release of foreign policy information (e.g., attends the Spokesperson's daily news briefing, is involved with any direct media contact and media outreach;
- (3) Develops and executes the Department's media policy, plans, and programs and serves as the principal office advising the Secretary and other officials of the Department and other U.S. Government agencies on all aspects of the Department's conduct of press relations;
- (4) *Coordinates the release of foreign policy information by supporting the Spokesperson's daily news briefing, and directs media contact and outreach;*
- (5) Arranges the Secretary's media interviews and photo opportunities and manages the logistical requirements associated with them. Coordinates media interview requests and photo opportunities for Department principals. Provides advice and logistical support for special briefings for the press by other Department officials;
- (6) Produces and oversees production and public dissemination of audiovisual materials concerning U.S. foreign policy and the Department of State; and
- (7) Supervises outreach to alternative and outside-the-beltway media, focusing on regional newspapers, radio, cable TV and on-line publications.

1 FAM 327.1 The Office of Regional Press Outreach (PA/PR/RPO)

(TL:ORG-103; 06-11-2001)

The Office of Regional Press Outreach (PA/PR/RPO) is responsible to:

- (1) Arrange the Secretary's media interviews and manage their logistical requirements. PA/PR/RPO coordinates media interview requests for Department principals. They also provide advice and logistical support for special briefings for the press by other Department officials;
- (2) Produce and oversee production and public dissemination of audiovisual materials concerning U.S. foreign policy and the Department of State;
- (3) Supervise outreach to alternative and outside-the-beltway media, focusing on regional newspapers, radio, cable TV, and on-line publications.
- (4) Produce and distribute press clips on foreign policy-related issues from newspapers and magazines for use by senior Department officials. They select and distribute important wire service reports to senior officials and distribute daily reports on television news and public affairs programs.

1 FAM 327.2 Foreign Press Centers (PA/PR/FPC)

(TL:ORG-103; 06-11-2001)

a. The Foreign Press Centers, as one organizational unit headed by an Office Director, provide facilities to support foreign journalist in the United States. The Centers provide press credentials, news opportunities, interviews, research assistance, television and/or video taping, and other news media services.

b. Foreign Press Centers:

- (1) Are located in Washington, DC, New York, and Los Angeles;
- (2) Support U.S. policies and priorities by helping resident and visiting foreign media cover the United States;
- (3) Promote the depth, accuracy, and balance of foreign reporting from the United States by providing direct access to authoritative U.S. Government information sources; and
- (4) Work cooperatively with privately sponsored international press centers in Chicago, Houston, Atlanta, Miami, Cleveland, and Seattle.

1 FAM 328 THE OFFICE OF ELECTRONIC INFORMATION AND PUBLICATIONS (PA/PI/EI)

(TL:ORG-103; 06-11-2001)

The Office of Electronic Information and Publications (PA/PI/EI):

- (1) Responds to correspondence (e.g., letters, e-mails, telephone inquiries) from the general public, conveying expressions of public opinion and requests for information;
- (2) Assesses and reports trends in public opinion received through correspondence (e.g., mail, telephone, electronic means, etc.);
- (3) Handles special projects as assigned by the Deputy Assistant Secretary for Public Communications and Information.
- (4) Develops and produces press kits for the Secretary's diplomatic travel. They work with the National Security Council (NSC) to develop and prepare press kits for the President and Vice Presidents' trips abroad;
- (5) Selects material and then edits and prepares the weekly record of U.S. foreign policy for the *U.S. Department of State Dispatch*. Manages production of Background Notes on countries and selected international organizations;
- (6) Writes, edits, and designs other material, such as Fact Sheets and special publications, for public dissemination;
- (7) Electronically disseminates key public information via the CD-ROM and the intranet and internet; and
- (8) Publishes principals' speeches and testimony and releases other public statements by Department officials, both on-line and in hard copy.

1 FAM 328.1 Office Of Broadcast Services (PA/PI/OBS)

(TL:ORG-103; 06-11-2001)

The Office of Broadcast Services (PA/PI/OBS) produces and coordinates audio-visual products and services in the United States and abroad through three organizational units:

(1) **Productions**—Focuses on audio-visual products and services intended for the American public, including development and production of video or audio programs as well as satellite programs with embassies abroad or domestic audiences and video conferencing within the United States. It also produces internal educational, informational, and training tapes;

(2) **Broadcast Support**—Provides audio-visual products and services for the press by facilitating foreign press activity, television co-ops, satellite links to regional media (domestic and foreign), and producing radio actualities. The unit works with offices within the State Department and the White House to provide logistical support for the media at events held by the Department of State; and

(3) **Operations Unit**—Provides technical support for the Bureau and the rest of the Department. It coordinates with Worldnet, Voice of America (VOA), VOA-TV, the internal State Department television network (B-NET), and other media to provide regular audio and video feeds of briefings and other events at the State Department, the Foreign Press Centers, and other sites in the United States and abroad.

1 FAM 329 THE OFFICE OF THE HISTORIAN (PA/HO)

(TL:ORG-103; 06-11-2001)

The Office of the Historian (PA/HO):

(1) Prepares the official documentary record of U.S. diplomacy for publication in the *FRUS series* in accordance with the provisions of 22 U.S.C. 4351 *et seq.* Arranges with other foreign affairs agencies and documentary repositories such as the National Archives to collect, edit, and publish the accurate and complete foreign affairs record. Edits and prepares for publication the *FRUS series*. Coordinates the declassification review of the *FRUS series* in the State Department and by other agencies, foreign governments, and international organizations. Administers the congressionally mandated meetings of the Advisory Committee on Historical Diplomatic Documentation and serves as the Department sponsor of the Committee. Cooperates with the office of Freedom of Information, Privacy and Classification Review (A/RPS/IPS) in the hard copy and electronic release of FOIA information;

(2) Prepares historical studies on U.S. diplomacy and foreign affairs matters of special interest for use in policy determinations and/or for public information;

(3) Makes recommendations to other bureaus on the identification, maintenance, and long-term preservation of the historical diplomatic record, including electronic records; and

(4) Advises the Department on historical matters. Counsels private scholars and journalists on research issues. Responds to U.S. Government and public inquiries.

1 FAM 329.1 General and European Division (PA/HO/GE)

(*TL:ORG-103; 06-11-2001*)

The General and European Division (PA/HO/GE) plans, selects and edits the official foreign affairs record of U.S. policies concerning the European nations with regard to major global issues for inclusion in the *FURS series*. They prepare historical research studies and commentaries on these and other matters.

1 FAM 329.2 Asian and American Division (PA/HO/AA)

(*TL:ORG-103; 06-11-2001*)

The Asian and American Division (PA/HO/AA) plans, selects and edits the official foreign affairs record of U.S. policies concerning the nations of Asia, Oceania, and the American Republics for inclusion in the *FRUS series*. They prepare historical research studies and commentaries on these and other matters.

1 FAM 329.3 Middle Eastern and African Division (PA/HO/MA)

(*TL:ORG-103; 06-11-2001*)

The Middle Eastern and African Division (PA/HO/MA) plans, selects and edits the official foreign affairs record of U.S. policies toward the nations of Africa, the Middle East, and South Asia for inclusion in the *FRUS series*. They also prepare historical research studies and commentaries on these and other matters.

1 FAM 329.4 Arms Control and Economic Division (PA/HO/AE)

(TL:ORG-103; 06-11-2001)

The Arms Control and Economic Division (PA/HO/AE) plans, selects and edits the official foreign affairs record of U.S. policies regarding national security affairs, arms control, disarmament, international financial arrangements, foreign economic policy, trade, and military and economic assistance for inclusion in the *FRUS series*. They prepare historical research studies and commentaries on these and other matters.

1 FAM 329.5 Special Projects Division (PA/HO/SP)

(TL:ORG-103; 06-11-2001)

The Special Projects Division (PA/HO/SP) plans, selects and edits the official foreign affairs record of U.S. policies regarding scientific, humanitarian and cultural affairs, and the general administration of foreign affairs for inclusion in the *FRUS series*. They also prepare historical research studies and collations.

1 FAM 329.6 Editing Division (PA/HO/ED)

(TL:ORG-103; 06-11-2001)

The Editing Division (PA/HO/ED) prepares documentary editions and historical research papers for publication and dissemination. They oversee and coordinate the design, technical editing, typesetting, printing, binding, and distribution of the *FRUS series* and other Office publications and papers.

1 FAM 329.7 Declassification Coordination Division (PA/HO/DC)

(TL:ORG-103; 06-11-2001)

The Declassification Coordination Division (PA/HO/DC) coordinates directly with the Bureau of Administration and other bureaus, agencies, and international organizations, as necessary, to obtain declassification review of documents to be published in the *FRUS series*. They coordinate appeals of documents whose declassification has been denied but whose exclusion the Historian determines would result in a misleading or incomplete historical record, in accordance with 22 U.S.C. 4353.

1 FAM 321 Exhibit 321.3 BUREAU OF PUBLIC AFFAIRS

(TL:ORG-103; 06-11-2001)

